



DEPARTMENT OF THE NAVY  
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU  
UNIT NUMBER 3800  
APO AA 34041 - 3800

IN REPLY REFER TO  
NMRCDINST 5520.1A  
26 November 2003

NMRCD INSTRUCTION 5520.1A

From Officer-in-Charge  
TO: ALL NMRCD PERSONNEL

Subj: SECURITY PROCEDURES FOR NMRCD FACILITY ACCESS

Ref: (a) NMRCDINST 5500.1 series  
(b) NMRCDINST 5520

Encl: (1) Standing operation orders for NMRCD security guards  
(2) Official visitors on orders to NMRCD  
(3) Visitors Check in/Check out procedures at NMRCD  
(4) Wearing of Identification Badges at NMRCD

1. Purpose. To establish security procedures for guards, official visitors, and local visitors at the Naval Medical Research Center Detachment, Lima, Peru, premises during and after normal working hours.

2. Cancellation. NMRCDINST 5520.1

3. Background. This instruction is to provide security procedures to safeguard all NMRCD personnel, Navy property and material from security threats and possible terrorist acts against U.S. interests.

4. Scope. The provision of this plan applies to all personnel on board NMRCD premises and will be in accordance with the following assigned functions in support of NMRCD operations.

  
J. K. BAIRD

## STANDING OPERATION ORDERS FOR NMRCD SECURITY GUARDS

The Security Guard(s) shall perform the following tasks, while assigned to work at NMRCD. Attention to detail should be paid to the following tasks:

1. From Monday through Sunday, Wackenhut (COSMOS) Embassy Security will provide 24 hours-security of all NMRCD premises on the Centro Medico Naval (CEMENA) Hospital grounds.
2. During normal working hours from 0700 to 1700 hours, one Security Guard will be stationed outside of Building 1 Reception Area. The second Security Guard will check vehicles, patrol randomly the premises and do other duties as assigned. If any speeding vehicle is detected, Security Guard(s) must inform the driver and passenger that maximum speed allowed is 20km/h.
3. Wackenhut security personnel will conduct inspections of all vehicles entering the NMRCD facility. Each inspection will consist of a visual walk-around check of the entire vehicle. The guard will use the inspection mirror to check underneath the vehicle, as well as in the tire wells and other difficult areas. The guard will also inspect the exhaust pipe to ensure that no foreign devices have been placed there. The guard will then conduct an inspection of the engine area under the hood, as well as in the trunk of the vehicle, if appropriate. Finally, the guard will visually inspect the interior of the vehicle to ensure that all individuals entering the NMRCD facility are cleared employees and/or visitors, as well as to see whether the driver is under any duress by a second or third person. Once the vehicle is cleared to the guard's satisfaction, the guard will then allow the vehicle to proceed to the NMRCD facility.
4. After working hours, the Security Guard will be stationed inside the Reception Area of Building 1. Security Guard will perform a security check to ensure that all offices and labs are secured before the evening relief arrives. Verify all personnel staying after working hours have signed in; if not, request him/her to sign in. Offices or labs found unsecured shall then be secured and documented in the logbook. Security Guard will continue on conducting random patrols.

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5. Security Guard(s) will perform visual surveillance of the reception area, exterior and interior of Building 1 and Building 2. They shall be alert and aware at all times of anything happening in all NMRCD spaces in order to alert the CEMENA Security Office and/or COSMOS Security Office of any security issues, emergencies, or unusual situations. When time is permitted, they will conduct a walk through of the buildings looking for anything that stands out as a security issue and report any findings to the Security Officer or Security Manager.

6. Both Security Guards shall ensure that all visitors report to the reception area before entering any area of NMRCD. All personnel working after 1630 on normal workdays will sign in at the reception desk. All personnel will be required to log out when leaving and exiting the building through the door at the reception desk. These procedures for logging in and out and using the door at the reception desk will also be observed on weekends and holidays.

7. Security Guard(s) will conduct routine visual checks for personnel wearing the appropriate ID badge(s). A person without a valid ID badge will be stopped and asked what is their purpose here at NMRCD. If the person is here on official business the guard will escort them to the reception area to sign in. Persons not here in official business should be asked to leave NMRCD premises.

8. Security Guard(s) will visually check all hand-delivered mail and inform the receptionist. Under no circumstance will a Security Guard accept any hand delivered mail, packages or deliveries. If a delivery is made on the weekend, the Security Guard(s) will inform the carrier that they must return during normal working hours to make the delivery. Security Guard(s) will inform the CDO about the incident and write it in the logbook. Legal notifications addressed to employees will not be accepted under any circumstances.

9. A Manual Metal detector will be used to scan large purses, large bags, containers, laptops, and anything the Security Guard(s) deemed necessary for any hidden objects that may represent a possible threat. Security guard(s) shall ask to see the item(s) in question. If persons refuse to cooperate, they

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will be denied entry to NMRCD premises. This includes the personnel entering the Building 1 reception area, loading dock area, warehouse, basement, or other delivery area. Once the Security Guard verifies that the item(s) do not represent a threat, the person will be allowed to sign in.

10. Neither employees nor visitors will be allowed to enter NMRCD facilities or premises carrying any weapon(s) such as guns, knives or any items deemed as a possible weapon(s). The weapon(s) will be kept in custody while the employee or visitor is granted permission to enter NMRCD premises and will be returned to the employee or visitor when leaving the building. These occasions will be reported to the Security Officer, Administrative Officer, and CDO, and must be documented in the logbook.

11. Every morning, Security Guard(s) will inform the Security Officer about all major and minor incidents occurred after working hours (including holidays and weekends). During working hours, all major issues will be immediately reported to the Security Officer.

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## OFFICIAL VISITORS ON ORDERS TO NMRCD

1. Purpose. To provide for the efficient management, guidance and standardization of visitor handling for personnel traveling on official orders to Peru and to implement NMRCD Form 5050/42, NMRCD Visitor Checklist.
2. Scope. The intent of this instruction applies to personnel on TAD orders to Peru, either sponsored by, or directed to, this Detachment when providing administrative support or scientific research directly related to NMRCD operations. All personnel arriving to Peru on PCS orders to NMRCD are additionally covered by this instruction.
3. Policy. To provide orientation and enhance the visitors initial response to their new environment, a NMRCD welcome program, by using a Visitor Checklist has been developed. The Research Support Department is responsible for the country clearance process of all U.S. government visitors. Additionally, from the early planning stage of the trip, all visitors will contact the Program Assistant at the Research Support Department and provide the details and needs of their upcoming trips. Once country clearance has been granted, the Research Support Department will prepare a detailed in-country itinerary, hotel booking, airport pickups, in-brief appointments with the Officer-in-Charge and coordinate all the meetings with host country collaborators and NMRCD staff. A copy of this itinerary will then be provided to the Administrative Officer and the Front Desk for inclusion in the regular NMRCD runs and for updating their visitor board. In addition, the Officer-in-Charge will receive a weekly list of that week's NMRCD visitors and their contact telephone numbers to have available in case of emergencies.
4. Procedure. NMRCD Form 5050/42, Visitor Checklist, will be employed once confirmation has been made that official TAD/PCS travel to NMRCD is to occur. Relative information will be made available to all personnel having a required interest in the visitors itinerary. This itinerary will list the NMRCD contact person for the visitor and his/her telephone numbers, as well as the hotel where the visitor will stay, address, telephone number and cost.

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5. Responsibility. The Research Support Program Assistant will initiate completion of NMRC Form 5050/42 and ensure all applicable items are properly addressed and appropriate action is taken.

Enclosure (2)

## VISITORS SIGN IN/SIGN OUT PROCEDURES AT NMRCD

1. Purpose. To establish a procedure to ensure appropriate clearances and maintain accountability of all NMRCD employees, military members and their dependents, and visiting personnel at the Naval Medical Research Center Detachment, Lima, Peru.
2. Scope. This instruction pertains to all NMRCD employees, military members and their dependents, visiting students, summer hires, volunteers, visiting scientist and technicians, resident research associates, and all other personnel on-board under special instruction or projects. The term "visitors" applies to anyone who is not a NMRCD employee.
3. Discussion. Department Heads and the Administrative Support Division are responsible for ensuring that all new employees reporting for duty at this detachment are accounted for. As well as complying with the provisions of this instruction, Department Heads are responsible for providing sufficient time for their "visitors" to sign in/out before leaving NMRCD.
4. Action. The Receptionist shall ensure the following:
  - a. That all NMRCD Contract employees, non-NMRCD military members and their dependents, all "visitors", and all other personnel on-board under special instruction or projects shall sign-in to NMRCD at the receptionist desk.
  - b. Shall notify the appropriate department of the arrival of their visitor(s) and they will be awaiting an escort from their department at the Reception Desk.
  - c. Shall inform all visitors of the procedures for sign-in/sign-out upon arrival or departure at the reception desk for daily accountability of all personnel working at NMRCD during the normal working hours, as well as, after normal working hours.
  - d. A "Visitor ID" badge shall be issued to each visitor and turned-in upon the departure of the visitor from NMRCD. This badge shall be worn and remain visible on their person at all times while at NMRCD.

e. Inform the Department Heads or a designated representative that their visitor(s) will be escorted at all times by a staff member during their visit at NMRCD.

f. Report to the Command Security Officer any incidence by any NMRCD Contractor or visitor who refuses to wear their ID badge. The Command Security Officer will take appropriate action.

5. VIP's. VIP's are the only exception to this instruction High profile VIP's that are known by personal recognition or not, require approval by the Officer-in-Charge to waive the wearing of the badge requirement.

Enclosure (3)

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## WEARING OF IDENTIFICATION BADGES AT NMRCD

1. Purpose. To establish a procedure to ensure appropriate security measures and clearances for personnel assigned to work at the Naval Medical Research Center Detachment, Lima, Peru.
2. Scope. This instruction pertains to all NMRCD employees, military members and their dependents, visiting students, summer hires, volunteers, visiting scientist and technicians, resident research associates, and all other personnel on-board under special instructions or projects.
3. Discussion. All Department Heads are responsible for ensuring that all new employees reporting for work at NMRCD are in compliances with this instruction. All NMRCD staff are required to wear the appropriate ID badge at all times while working here during normal working hours as well as after normal working hours.
- 4 Action.
  - a. All Foreign Service National employees and military personnel are responsible for complying with the provisions of this instruction.
  - b. Military Personnel and Foreign Service National employees shall wear their CEMENA issued ID Badge (visible) at all times while at NMRCD.
  - c. All NMRCD employees working after normal working hours shall wear the ID badge.
  - d. NMRCD Personnel shall inform visitors of this requirement.
  - e. High profile VIP's that are known by personal recognition are the only exception to this instruction and require an approval waiver by Officer-in-Charge.
  - f. Security guards shall perform routine checks and ask to see your ID badge to ensure NMRCD personnel and visitors are in compliances with this instruction.

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g. Security guards shall report the names of all NMRCD's personnel not wearing their ID badge to the Detachment Security Officer.

h. NMRCD employees who are noncompliant wearing their ID badge will be reported to the Detachment Security Officer for appropriate action.

Enclosure (4)

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